

ADMINISTRATIVE OFFICE OF THE COURTS

HUMAN RESOURCES DIVISION

CONSIDERATIONS IN MAKING SALARY DECISIONS

PERFORMANCE: The candidate/employee should be paid based upon anticipated demonstrated performance, professional contribution, job skills and competencies as identified by the hiring supervisor, manager, and judge.

SALARY PLACEMENT: The candidate's/employee's appropriate placement within the salary pay range should reflect consideration of internal equity, budgetary limitations, market competitiveness and the business needs of the judicial branch. Appropriate placement is a value, established or anticipated, of a candidate/employee's contribution relative to the value of the full scope of duties and responsibilities of the job.

No candidate/employee will be paid at a salary below the minimum or above the maximum of a salary pay range unless provided for in the New Mexico Judicial Branch Personnel Rules. Subject to available funds and approval of the administrative authority, new employees may be hired up to the midpoint (100% compa-ratio) of the salary range when demonstrated recruitment/retention problem exists and/or a candidate has exceptional qualifications for the position.

APPROVALS: The AOC Human Resources Division Director and the Fiscal Division Director will review all hires prior to any employment offer. The final decision is made by the Administrative Authority, the AOC Director. No verbal job offers should be made without final approvals.

DOCUMENTATION OF SALARY REQUESTS: Each salary request should be documented on the Hiring Documentation & Salary Placement Form, and supported by associated documentation in the Hiring Package.

DISTRICT COURTS

Each district court will be held responsible for remaining within their current fiscal year budgetary limitations without any expectations of funding beyond the current level. The Administrative Authority for each court will make final hiring decisions.